



Faculty of Science and Horticulture

Governance Bylaws

Kwantlen Polytechnic University

Revisions Ratified by Faculty as a Whole Vote: August 25^h, 2014

Approved by Senate on October 27, 2014

1. The Faculty of Science and Horticulture shall:

- 1.1 Oversee the development of academic curricula and programs, including but not limited to, establishing academic priorities, developing new programs and courses, program and course revisions, discontinuation of programs and courses, appeals of proceedings and decisions.
- 1.2 Make recommendations on academic matters to Senate and other University bodies.
- 1.3 Request and consider reports relating to the academic affairs of the Faculty and the University.
- 1.4 Serve as the forum for sharing information and the discussion of Faculty matters.

2. Powers and Duties of a Faculty:

- 2.1. To make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business.
- 2.2. To provide for student representation in the meetings and proceedings of the Faculty.
- 2.3. Subject to this Act and to the approval of the Senate, to make rules for the government, direction and management of the Faculty and its affairs and business.
- 2.4. To determine, subject to the approval of the Senate, the courses of instruction in the Faculty (i.e., approve program proposals and revisions, course outlines...).
- 2.5. Subject to an order of the President to the contrary, to prohibit lecturing and teaching in the Faculty by persons other than appointed members of the teaching staff of the Faculty and persons authorized by the Faculty, and to prevent lecturing or teaching so prohibited.
- 2.6. Subject to the approval of the Senate, to appoint for the examinations in each Faculty examiners, who, subject to an appeal to the Senate, must conduct examinations and determine the results.
- 2.7. To deal with and, subject to an appeal to the Senate, to decide on all applications and memorials by students and others in connection with their respective Faculties.

- 2.8. Generally, to deal with all matters assigned to it by the Board or the Senate.
- 2.9. To form committees, as it sees fit, for the conduct of its affairs and business, and to empower such committees, where advisable, to report directly to the appropriate committee(s) of Senate.
- 2.10. A general rule made by a Faculty is not effective or enforceable until a copy has been sent to the Senate and the Senate has given its approval.
- 2.11. The Faculty of Science and Horticulture will establish a Faculty Council to act on behalf of the Faculty as a whole.

3. Faculty Membership:

- 3.1. Membership of the Faculty of Science and Horticulture consists of:
 - 3.1.1. All those employed within the Faculty as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the Senate (*University Act, Definitions*).
 - 3.1.2. Dean of the Faculty, who is the Chair (*University Act, 39(2)*).
 - 3.1.3. Associate Dean(s) of the Faculty.
 - 3.1.4. President (*University Act, 63(d)*).
 - 3.1.5. The Registrar, who is non-voting.
 - 3.1.6. Instructional lab staff (lab instructors, lab supervisors, and instructional associates).
 - 3.1.7. The Faculty membership may also include other members of the teaching staff of the Faculty or University as appointed by the Faculty in conformity with rules approved by Senate.

4. Conduct of Faculty Business:

- 4.1. A Vice-Chair of the Faculty shall be elected by the Faculty from among those employed within the Faculty as an instructor, lecturer, assistant professor, associate professor, or professor, or equivalent as designated by Senate, for a two-year term. Vice-Chairs may serve a maximum of three consecutive terms.
- 4.2. Robert's Rules of Order shall govern the conduct of all Faculty meetings except as otherwise provided.
- 4.3. The Faculty shall have at least one regular meeting per academic year.
- 4.4. The Faculty meetings will be set and called jointly by the Chair and Vice-Chair of the Faculty.
- 4.5. Notice of regular meetings shall be sent to members of the Faculty at least 30 days in advance of a meeting.
- 4.6. In circumstances of urgency or at the special request of Faculty Council, extraordinary meetings of the Faculty may be called by the Chair or Vice-Chair at least seven days in advance.

- 4.7. The normal process of business at regular meetings of the Faculty shall be set by the Chair in consultation with other members of the Faculty.
- 4.8. Faculty and staff may add meeting agenda items by talking to the Chair.
- 4.9. The quorum for meetings of the Faculty shall be 30% of the eligible voters.
- 4.10. Any business conducted at a meeting where there is no quorum present will be considered as unofficial and subject to ratification at the next meeting held where a quorum is present. Any communication coming out of a meeting where no quorum was present shall be prefaced with a clear indication the communication is subject to ratification.
- 4.11. The majority required to pass a resolution shall be at least 50% +1 of the members voting, except in the case of adoption of or amendments to these Bylaws, when the majority required shall be at least two thirds of the members voting.
- 4.12. In circumstances of urgency or at the special request of Faculty Council, electronic notice of motions and electronic votes may be called by the Chair and/or Vice Chair. Electronic vote procedures will follow Senate Bylaws for such.
- 4.13. Meetings of the Faculty shall normally be open to observers. The Faculty may decide, at any time, by a two thirds vote of those present and voting, that a whole meeting or any part of a meeting be held *in camera*.
- 4.14. The Chair may recognize non-members on any matters of business.
- 4.15. Minutes of open meetings of the Faculty shall be recorded and distributed to the University.
- 4.16. All documents presented to the Faculty shall normally be regarded as public. Nevertheless, the Chair may declare a document confidential, in which case the document shall be made available in advance only to members of the Faculty and, if appropriate, the Senate.

5. Powers and Duties of Faculty Council of the Faculty of Science and Horticulture :

- 5.1. Faculty Council shall oversee the development of academic curricula and programs of the Faculty of Science and Horticulture, including but not limited to, establishing academic priorities, developing new programs and courses, initiating program and course revisions, considering the discontinuation of programs and courses, and recommending and initiating appeals of proceedings and decisions.
- 5.2. Make recommendations on academic matters to Senate and other University bodies.
- 5.3. Request and consider reports relating to the academic affairs of the Faculty of Science and Horticulture, of Senate Standing Committees, of Senate, and of the University.

6. Membership of the Faculty Council of Science and Horticulture:

- 6.1. Membership for the Faculty Council of Science and Horticulture consists of:
 - 6.1.1. Dean of the Faculty (non-voting member).
 - 6.1.2. Associate Dean(s) of the Faculty (non-voting member).

- 6.1.3. Senators of the Faculty (2) (non-voting members).
- 6.1.4. One elected representative representing all Institutes associated with the Faculty of Science and Horticulture (voting member).
- 6.1.5. Faculty representation will be determined by the number of Fulltime Equivalent (FTE) faculty in the department or stand-alone program. Smaller departments and stand-alone programs with fewer than five FTE faculty will share one representative. Current representation is shown below.

Department or Program	Number of representatives
Chemistry	2
Biology	2
Physics	2
Horticulture	2
Math	3
Small departments	1

- 6.1.6. Three members of the Lab Staff of the Faculty (one from each campus: Langley, Surrey, and Richmond).
- 6.1.7. Student representatives (2) at meetings and proceedings of the Faculty, in accordance with rules established by the Faculty (*University Act, 40(b)*).
- 6.2. Members of Faculty Council must endeavour to serve the interests of the entire Faculty to the best of their ability.

7. Selection of members for the Faculty Council of Science and Horticulture:

- 7.1. Any faculty member within a department or program who has a University appointment sufficient to serve for the term of the appointment can be elected to the Faculty Council.
- 7.2. Associate Deans must have an appointment as a faculty member in the Faculty in order to serve on the Faculty Council.
- 7.3. Faculty representatives will be nominated from each department or program and will be elected by votes from only faculty members of that department or program.
- 7.4. Lab staff in the Faculty of Science and Horticulture on each campus will nominate and elect a representative for that campus.
- 7.5. Members of the Institutes associated with the Faculty of Science and Horticulture will nominate and elect a representative.

8. Membership terms for the Faculty Council of Science and Horticulture:

- 8.1. Elections will normally be held in the spring semester of each year. The terms will normally run from September 1 to August 31. Elections will normally be conducted by secret ballot.
- 8.2. The faculty, and lab staff, and Institute for Sustainable Horticulture membership terms on the Faculty Council will normally be two years.
- 8.3. In order to establish staggered membership and continuity of membership, at the first Faculty Council election, one member from each group of two or more will be elected for an extraordinary term of three years. In no case may the term exceed three years.
- 8.4. Students from the Faculty of Science and Horticulture will be elected by the student body of the Faculty of Science and Horticulture annually. Faculty Council will ensure that such elections occur.
- 8.5. Any member may resign from Faculty Council by giving the Chair notice in writing.
- 8.6. The seat of a member who leaves the constituency from which that member has been elected shall be declared vacant.
- 8.7. The use of alternates for voting members is not permitted.
- 8.8. In the event that a seat of a member becomes vacant, a replacement shall be elected or appointed according to the usual process as outlined in these Bylaws at the earliest possible date. Members so elected or appointed shall serve the remaining term of office of the incumbent, at which point the normal election or appointment process will be followed.
- 8.9. The seat of an elected or appointed member who fails to attend three meetings of Faculty Council between September 1 and August 31 may be declared vacant by the Chair.

9. Faculty Council Conduct of Business:

- 9.1. Faculty Council Chair and Vice Chair will be elected from the Faculty members listed according to the Table in 6.1.5. The election will normally occur on or about September 1, and the normal term will be two years, or a shorter term corresponding to the Chair or Vice Chair's Faculty Council term.
- 9.2. The Chair is a voting member of Faculty Council.
- 9.3. The Chair may be removed by a two thirds majority vote of councilors present and voting at any duly called meeting of Faculty Council.
- 9.4. The Vice-Chair will fulfill the duties of the Chair in the Chair's vacancy or absence and will assist in the performance of the Chair's duties.
- 9.5. When necessary due to vacancy or absence of the Chair and Vice-Chair, the Dean shall serve as Chair *pro-tem*.
- 9.6. Robert's Rules of Order shall govern the conduct of all Faculty Council meetings except as otherwise provided.

- 9.7. Faculty Council meetings may be conducted by videoconference and/or teleconference.
- 9.8. Faculty Council business conducted by email will follow Senate Bylaws for such.
- 9.9. Faculty Council shall meet as necessary, but at least once a semester.
- 9.10. Council may, by a two-thirds majority vote, recommend to the Dean that an extraordinary meeting of the Faculty be called to address a matter forwarded by Council to the Faculty for decision or advice.
- 9.11. Meeting times (weekday, time, campus location, & possible dates) will be set once a year by Faculty Council in April for the following year. This schedule will include times for possible additional extraordinary meetings.
- 9.12. Notice of meetings shall be sent to members of the Faculty Council at least seven days in advance of a meeting.
- 9.13. In circumstances of urgency, extraordinary meetings may be called by the Chair or a quorum of Faculty Council.
- 9.14. The normal process of business at regular meetings of the Faculty Council shall be set by the Chair in consultation with members of the Faculty Council.
- 9.15. Through their representative on Faculty Council or the Chair, faculty and staff may request items to be added to the meeting agenda.
- 9.16. The quorum for the meetings be 50% plus 1 of the voting members with a further requirement that 50% plus 1 of the voting members present are representatives as outlined in 6.1.5.
- 9.17. Any business conducted at a meeting where there is no quorum present will be considered as unofficial and subject to ratification at the next meeting held where a quorum is present. Any communication coming out of a meeting where no quorum was present shall be prefaced with a clear indication the communication is subject to ratification.
- 9.18. The majority required to pass a resolution shall be at least 50% plus 1 of the members voting.
- 9.19. In the case of a tie, the two senators can vote. If still a tie, the motion is defeated as per 9.18 above.
- 9.20. Faculty Council may decide at any time, by majority vote of those present and eligible to vote, that a whole meeting or any part of a meeting be held *in camera*.
- 9.21. The Chair may recognize non-members on any matters of business.
- 9.22. Minutes of open meetings of Faculty Council shall be recorded and distributed to the University.
- 9.23. All documents presented to Faculty Council shall normally be regarded as public. Nevertheless, the Chair may declare a document confidential, in which case the document shall be made available in advance only to members of Faculty Council and, if appropriate, the Senate.

- 9.24. Senate Bylaw No. 3, Conflict of Interest, applies.
- 9.25. From time to time Faculty Council may invite guests to make presentations to Council meetings and to answer questions related to their presentations.
- 9.26. Administrative support for the committee shall be assigned through the Office of the Dean.

10. Committees of Faculty Council for the Faculty of Science and Horticulture:

- 10.1. Faculty Council shall establish Standing Committees, and Special Purpose (or Ad-hoc) Committees as needed, consisting of members of faculty and/or non-members of faculty to conduct specified academic affairs of the Faculty.
- 10.2. Faculty Council has the right to delegate business to Standing Committees and Special Purpose Committees, which, in turn, can make recommendations to Faculty Council for consideration.
- 10.3. Committees of Faculty Council may establish subcommittees to deal with specific issues as they arise.
- 10.4. Committees of Faculty Council are restricted to making recommendations or filing reports on matters assigned, and may not assume any powers of Faculty Council unless they are expressly delegated within the Bylaws.
- 10.5. Standing Committees of Faculty Council will normally report directly to Faculty Council. Faculty Council may empower or delegate authority to Standing Committees to report or make recommendations of specified tasks directly to the appropriate committee(s) of Senate, or Senate itself. Only Standing Committees of Faculty Council can be delegated such authority.
- 10.6. Standing Committees will meet at least once per semester, or as required.
- 10.7. When recommending the establishment or elimination of a Standing Committee, or altering its membership or mandate, Faculty Council will seek the advice of the Standing Committee on Nominations and Governance, and make a recommendation to the Faculty for endorsement.
- 10.8. The Chair of each Standing Committee or Special Purpose Committee shall be responsible for establishing meeting agendas for the respective committee and distributing it to the members at least two days before the meeting.
- 10.9. Terms of Office for Standing Committee members shall normally be two years, unless specified otherwise elsewhere.
- 10.10. Members are eligible for re-election or reappointment.
- 10.11. Terms of office may be adjusted to ensure continuity of membership, and to correspond to terms of Faculty Council.
- 10.12. Quorum of any Committee shall be 50% of the total voting members of that committee.
- 10.13. The use of alternates for voting committee members is not permitted.

- 10.14. The seat of an elected or appointed member who fails to attend three committee meetings between September 1 and August 31 may be declared vacant by the Chair.
- 10.15. Any committee member may resign from a committee by giving the Chair notice in writing. The committee seat of a member who leaves shall be declared vacant.
- 10.16. The committee seat of a member who leaves the constituency from which that member has been appointed shall be declared vacant.
- 10.17. The minutes of all Standing Committees and Special Purpose Committees shall be distributed to the University.
- 10.18. Robert's Rules of Order establishes overall terms of conducting meetings except as otherwise provided.
- 10.19. Meetings may be conducted by videoconference and/or teleconference.
- 10.20. Business conducted by email will follow Senate Bylaws for such.

11. Standing Committees of Faculty Council for the Faculty of Science and Horticulture:

- 11.1. Notwithstanding 10.1 above, Faculty Council will seek recommendations and advice from the following:
 - 11.1.1. Standing Committee on Nominating and Governance.
 - 11.1.2. Standing Committee on Academic Planning and Priorities.
 - 11.1.3. Standing Committee on Curriculum.
 - 11.1.4. Standing Committee of Chairs and Program Coordinators.
 - 11.1.5. Standing Committee on Professional Development.
 - 11.1.6. Standing Committee on Scholarships and Awards.

12. Standing Committee on Nominations and Governance:

- 12.1. The members of the Standing Committee on Nominations and Governance are:
 - 12.1.1. The Dean – ex-officio and non-voting.
 - 12.1.2. The Associate Dean(s) – ex-officio and non-voting.
 - 12.1.3. The Chair of Faculty Council – ex-officio and non-voting.
 - 12.1.4. Three elected faculty members of the Faculty, consisting of at least one member from Science and at least one from Horticulture.
 - 12.1.5. The three elected faculty are voting members.
- 12.2. A Chair is elected from within the three voting faculty members. The Chair retains his or her voting privilege. The Vice Chair of the Standing Committee of Nominations and Governance is the Chair of Faculty Council.

12.3. The Standing Committee on Nominations and Governance shall:

- 12.3.1. Advise Faculty Council on matters related to elections, including timelines for nominations, elections, and appointments as required to meet the needs of the Faculty, Faculty Council, Standing Committees and Special Purpose Committees.
- 12.3.2. Ensure vacancies are filled on Faculty Council, committees of Faculty Council, and representative committees of the University requiring representation from the Faculty of Science and Horticulture by calling for nominations and overseeing the election process.
- 12.3.3. Advise Faculty Council and committees of Faculty Council on all matters related to the conduct of its business, its meetings, and its proceedings.
- 12.3.4. Advise Faculty Council on matters related to duties of members and conflict of interest.
- 12.3.5. Review regularly the Bylaws of the Faculty and provide advice to Faculty Council, which will make reference to the Faculty for approval.
- 12.3.6. Perform other duties as assigned by Faculty Council.
- 12.3.7. Review at least once every three years the composition and terms of reference of committees.

12.4. Administrative support for the committee shall be assigned through the Office of the Dean.

13. Standing Committee on Academic Planning and Priorities:

13.1. Members of the Standing Committee on Academic Planning and Priorities are:

- 13.1.1. The Dean – voting member.
- 13.1.2. The Associate Dean(s) – voting members.
- 13.1.3. The Faculty Senators (2) – ex-officio and non-voting.
- 13.1.4. One faculty member from each of biology, chemistry, mathematics, physics ,sustainable agriculture, and EPT and two faculty members from horticulture – voting members.

13.2. A Chair and Vice-Chair are selected from within the voting members. Both retain their voting privilege.

13.3. The Standing Committee on Academic Planning and Priorities shall:

- 13.3.1. Advise Faculty Council on its educational plan and priorities of the Faculty.
- 13.3.2. Assume a leadership role in developing new programs and future academic directions of the Faculty of Science and Horticulture.
- 13.3.3. Review program reviews and action plans.
- 13.3.4. Advise Faculty Council on the establishment, revision or discontinuance of educational programs.

- 13.3.5. Establish sub-committees as needed to fulfill the Committee's duties.
 - 13.3.6. Perform other duties as assigned by Faculty Council.
 - 13.3.7. Advise Faculty Council on how research and scholarship fits with academic mission, planning and priorities of the Faculty, and make recommendations on how it might be facilitated.
- 13.4. Administrative support for the committee shall be assigned through the Office of the Dean.

14. Standing Committee on Curriculum:

- 14.1. The members of the Standing Committee on Curriculum are:
- 14.1.1. The Dean – non-voting.
 - 14.1.2. The Associate Dean(s) – non-voting.
 - 14.1.3. Faculty Senators – ex-officio and non-voting.
 - 14.1.4. One faculty member from each department or program within the Faculty of Science and Horticulture– voting members.
 - 14.1.5. An educational advisor – non-voting member.
 - 14.1.6. A representative from the Office of the Registrar – non-voting.
 - 14.1.7. The Dean or designated Associate Dean shall serve as Chair.
- 14.2. The Standing Committee on Curriculum shall:
- 14.2.1. Review, on a term basis or otherwise as needed, all course outlines (new and existing) within its jurisdiction, and exercise any delegated authority to forward all revisions directly for articulation (minor revisions) or to the appropriate Senate Standing Committee for approval with articulation request (new courses and substantial revisions).
 - 14.2.2. Within the above process, review all aspects of calendar revision, program fit, credit assignment, requisites, learning outcomes, assessment structure, articulation, prior learning assessment processes, and teaching modality.
 - 14.2.3. Advise Faculty Council on decisions on course discontinuance, and exercise any delegated authority to so advise the appropriate Standing Committee of Senate.
 - 14.2.4. Assess and recommend courses for designations such as, but not limited to, "science," "lab science," "quantitative," "writing intensive," and "breadth" credit, and exercise any delegated authority to forward recommendations directly to the appropriate Standing Committee of Senate.
 - 14.2.5. Submit major course revisions and new program proposals to Faculty Council for approval.
 - 14.2.6. Review and critique annually the Educational Plan and Budget Summary for the next year drafted by the Standing Committee of Chairs and Program Coordinators.

- 14.2.7. Review and approve program concept and full proposals for all new and revised citation, diploma, associate degree and degree programs within Faculty jurisdiction, and forward outcome and recommendations to Faculty Council.
- 14.2.8. The Standing Committee on Curriculum may delegate these authorities to the subcommittees.
- 14.2.9. Perform other related duties as assigned by Faculty Council.
- 14.3. Administrative support for the committee shall be assigned through the Office of the Dean.
- 14.4. Each department or program within the Faculty of Science and Horticulture will form either a Standing Subcommittee on Curriculum or a procedure for curriculum review. Submissions to the Standing Committee on Curriculum must first be reviewed by the department(s) or program (s) that is (are) responsible for the course or program curriculum.
 - 14.4.1. In the event of cross-over of course/program content, the matter must be reviewed by all of the appropriate departments or programs to move forward.

15. Standing Committee of Chairs and Program Coordinators:

- 15.1. The members of the Standing Committee of Chairs and Program Coordinators are:
 - 15.1.1. The Dean – non-voting.
 - 15.1.2. The Associate Dean(s) – non-voting.
 - 15.1.3. The Chairs and Program Coordinators for the Faculty of Science and Horticulture.
- 15.2. The Dean or designated Associate Dean shall serve as Chair.
- 15.3. The Standing Committee of Chairs and Program Coordinators shall:
 - 15.3.1. Draft the annual Educational Plan and budget requirements for the following academic year based on recommendations of the Standing Committee on Academic Planning and Priorities, factor in Standing Committee on Curriculum critique of the draft plan, and forward the plan to Faculty Council for approval, prior to the Dean's submission for institutional review and approval.
 - 15.3.2. Establish and approve annual capital and minor capital submission for institutional review and approval.
 - 15.3.3. Establish the course timetable package by semester, if requested by the Dean or Associate Dean.
 - 15.3.4. Hear requests and make decisions on all non-academic matters impacting the Faculty of Science and Horticulture.
 - 15.3.5. Perform other related duties as requested by Faculty Council (academic matters) or by the Dean.
- 15.4. Administrative support for the committee shall be assigned through the Office of the Dean.

16. Standing Committees on Professional Development:

- 16.1. A separate committee exists for each of Science and Horticulture.
- 16.2. The members of the Standing Committee on Professional Development are:
 - 16.2.1. The Dean or Associate Dean(s) – ex-officio, non-voting.
 - 16.2.2. Faculty chosen by each department/program within Science and as chosen from within Horticulture – voting members.
 - 16.2.3. Each committee Chair is elected from the voting members.
- 16.3. The Standing Committees on Professional Development shall:
 - 16.3.1. Establish a fair and equitable process for allocating PD funds.
 - 16.3.2. Review and approve all requests for PD funding from faculty within their jurisdiction, within the budget allocated annually.
 - 16.3.3. Request and review faculty summaries of the activities for which they were granted PD funds.

16.3.4. Encourage and help organize Faculty colloquia and seminars related to professional development achievements.

16.3.5. Assist with the distribution of information on PD opportunities to faculty.

17. Standing Committee on Scholarships and Awards:

17.1. The members of the Standing Committee on Scholarships and Awards are:

17.1.1. The Dean or Associate Dean – voting members.

17.1.2. Four faculty fairly representing the broad scope of the Faculty of Science and Horticulture – voting members.

17.1.3. An educational advisor – voting member.

17.2. The committee shall elect a Chair from the faculty members.

17.3. The School of Horticulture may establish its own special committee to allocate awards and scholarships exclusive to horticulture students, and to organize their own celebration event.

17.4. The Standing Committee on Scholarships and Awards shall:

17.4.1. Nominate and assign scholarships and awards to deserving students according to criteria established by the donors.

17.4.2. Nominate and receive nominations for awards, scholarships, and accolades for faculty and staff within the Faculty of Science and Horticulture.

17.4.3. Nominate past faculty, community individuals, and nationally/internationally recognized and deserving recipients for honorary degrees and professor emeritus status at convocation.

17.4.4. Perform other related duties as assigned by the Dean or Faculty Council.